| SAFE HAVEN WORKSHEET | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Location | Location | Location | Location | Location | Location | Location | Notes |
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| Employee/Dependents Names | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | |
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| Free meals (B L D) | | | | | | | | |
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| Free meals (B L D) | | | | | | | | |
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| Free meals (B L D) | | | | | | | | |
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| Free meals (B L D) | | | | | | | | |
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| Free meals (B L D) | | | | | | | | |
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Instructions: List employee and all dependents' names in column 1.  Write in the dates starting with the day of your actual evacuation in the spaces below Day 1, etc.  List the safe haven location for each day.  Place an X in each day's column for employee or dependents who were residing at the safe haven site on that day.

Code any meals received for each person in the Free meals space under each day (e.g., complimentary hotel meals, relief agency meals).
Free meals:  B = Breakfast    L = Lunch    D = Dinner

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